

EAST KILBRIDE HOUSING ASSOCIATION GUIDE TO INFORMATION

Approved by Board 23rd October 2019

Last Reviewed October 2019

Next Review October 2020

At a glance – terms used in this document

Term Used	Explanation
FOISA	Freedom of Information (Scotland) Act 2002 <i>Places a duty on those organisations covered to proactively publish certain types of information; and to respond to requests for information; and to provide advice and assistance to those making requests for information.</i>
EIRs	Environmental Information Regulations (Scotland) 2004 <i>Those organisations covered by EIRs have a duty to respond to requests for environmental information</i>
SIC	The Scottish Information Commissioner <i>Who is responsible for ensuring that those bodies covered by FOISA and EIRs comply with the terms of the legislation.</i>
MPS	Model Publication Scheme <i>Produced by the SIC – this details all of the information that those subject to FOISA should publish (if they hold it)</i>
Guide to Information	<i>A guide that all organisations subject to FOISA and adopting the MPS must produce to help people access the information it makes available</i>
Classes of Information	<i>Nine broad categories describing the types of information authorities should publish (if they hold it).</i>

Background

The Freedom of Information (Scotland) Act 2002 (FOISA) requires that all housing associations/co-operatives in Scotland must produce and maintain a publication scheme. This must detail all of the key information that we publish and how you can access it. This Guide to Information is our publication scheme, and contains links to where you can find all of the information listed online.

East Kilbride Housing Association has adopted the Scottish Information Commissioner's (SIC) [Model Publication Scheme \(MPS\)](#), and this Guide has been approved by the SIC.

Formats other than online

All of the information listed is available on our website (unless stated), and completely free to access online. However, we understand that not everyone will have online access and where this is the case you can contact us to view this in our office (where this would be convenient).

If you would like a printed copy of any of the information listed, unfortunately we may have to charge a small fee to provide this. This fee will never exceed the cost of photocopying and postage – and we will let you know any total cost before we forward this to you. Information will not be provided to you until payment has been received.

Our charges for providing any information detailed in this guide are summarised below:

Format	Charge
Online	Free
View at our office	Free
Print in black and white	5p per A4 sheet
Print in colour	10p per A4 sheet
Posted document	Cost of postage incurred

If you would like to request information that we publish in a format other than online, or arrange a visit to our office to view information, please contact:

East Kilbride Housing Association
2 Old Coach Road
East Kilbride
G74 4DP

Information that we cannot publish

Whilst we will try to make all of the information we have detailed available, in rare cases there may be some information that we cannot make available. For example, sometimes if we were to publish certain Board minutes, it could reveal personal details about an individual. This would be a breach of Data Protection legislation if we were to do so. When this is the case, we will remove any personal details before publication and highlight where and why we have done so.

For how long will information be published?

We aim, where possible, to publish information for at least the current and previous two financial years. When we review any document – e.g. our policies – to avoid confusion we will only publish the current version once it has been updated.

Copyright and re-use

Where we hold the copyright on our published information, the information may be copied or reproduced without formal permission, provided that:

- It is copied accurately
- It is not used in a misleading context
- The source of the material is identified

Contact us

If you have any queries about anything contained within this Guide to Information, or if there is some information that you cannot find that you would like to access, please contact:

East Kilbride Housing Association
2 Old Coach Road
East Kilbride
G74 4DP

Tel 01355 227751

The Information that we make available to you

Under the MPS, the information we provide must be listed under certain “classes” of information. These are the categories of information that are detailed below. As FOI applies to other bodies and sectors across Scotland – such as Scottish Government and Councils for example –this means that not all of the categories in the MPS apply to housing associations/co-operatives.¹

The details of all the information we hold under each of the classes that apply to our organisation, and hyperlinks to access this information when available online, are outlined below.

Information	Where to access
Class 1 - About EKHA <i>Information about EKHA, who we are, where to find us, how to contact us, how we are managed and our external relations.</i>	
Descriptions of who we are	
Mission Statement	These details can be found in our Operational and Strategic Plan found on our website website .
Vision	
Values	
Corporate Objectives	
Area(s) of operation	
Key activities; strategic/corporate plan(s)	
Business Plan (or summary)	
Customer Service Policy	View on our website
Location and opening arrangements	
Address	All of this information can be found on our website. East Kilbride Housing Association 2 Old Coach Road, The Village, East Kilbride G74 4DP Phone: 01355 227751 Fax: 01355 236247
Telephone number and e-mail address for general enquiries (and dedicated lines where appropriate)	
Opening times	

¹ In the MPS Class 8: Commercial Publications and Class 9: Our Open Data do not apply to RSLs.

Information	Where to access
General contact arrangements	OFFICE OPENING HOURS Monday 9:30am to 4:30pm Tuesday 9:30am to 4:30pm Wednesday 2pm to 4:30pm Thursday 9:30am to 4:30pm Friday 9:30am to 4:30pm
Contact details for making a complaint	View on our website
Information relating to Freedom of Information	
Our approach to Freedom of Information	View on our website
FOI/EIR Policy	View on our website
Publication Scheme and Guide to Information	THIS DOCUMENT
Charging Schedule for Published Information	THIS DOCUMENT (See Page 2)
Contact details and advice on making an FOI request	Debbie McVean, EKHA, 2 Old Coach Road, East Kilbride, G74 4DP. Tel 01355 227751
About our Governing Body	
List of Governing Body Members <ul style="list-style-type: none"> • Names • What year they became a governing body member • Who has office-bearing responsibilities 	All of this information can be found on our website. View on our website
Description of the role of the Governing Body <ul style="list-style-type: none"> • governance structure chart (including sub-committees and working groups); • remits for governing body and any sub-committees 	These details can be found in our operational and strategic plan. View on our website
How to become part of the governing body	View on our website

Information	Where to access
About our staff	
Organisational structure	These details can be found in our Operational and Strategic Plan found here View on our website
Governance Documents and Corporate Policies	
Rules/Articles	View on our website
Standing Orders	View on our website
Membership Policy	View on our website
Code of Conduct for Staff	View on our website
Code of Conduct for Governing Body Members	View on our website
Entitlements Payments and Benefits Policy	View on our website
Equality & Diversity Policy	View on our website
Health and Safety Policy Statement	View on our website
Relationship with Regulators	
Engagement plan with Scottish Housing Regulator	View on our website
Assurance Statement	View on our website
Annual Return on Charter Submission to SHR	View on our website
Internal and External Audit arrangements	View on our website

Information	Where to access
Key Partnerships	
Strategic agreements with other organisations	We work closely with South Lanarkshire Council (and other RSL's) through Homefinder, a combined housing register. For more information click on ' Your Home ' page on our website. We have links to other organisations in the sector, and a list of these affiliations can be found in the EKHA Financial Information document in the document library on our website
<p>Class 2 – How we deliver our functions and services <i>Information about our work, our strategy and policies for delivering services and information for our service users.</i></p>	
How to use our services	
List of services provided	View on our website
How to report a repair	View on our website
Right to Repair information	View on our website
How to apply for a house	View on our website
How to get information about tenancy support	View on our website
How to make a complaint	View on our website
How to speak to a housing officer	View on our website
How we consult with tenants and other customers to inform and improve service delivery and develop new services	View on our website
Policies and Procedures	
Allocations Policy	View on our website
Alterations and Improvements Policy This policy is within our Maintenance Policy	View on our website

Information	Where to access
Anti-Social Behaviour Policy This is within our Estate Management Policy	View on our website
Asbestos Management Policy This policy is within our Maintenance Policy	View on our website
Rent Arrears Policy	View on our website
Domestic Abuse Policy (Staff)	View on our website
Domestic Abuse Policy (Tenant)	View on our website
Customer Service Policy	View on our website
Data Protection Policy, Data Retention Periods & Fair Processing Notice	All of these can be found on our website at the bottom of the home page or below, in our Polies folder: View on our website
Freedom of Information & Environmental Information Policy	View on our website
Equality and Diversity Policy	View on our website
Estate Management Policy	View on our website
Health and Safety Policy Statement	View on our website
Legionnaires Inspection/Prevention Policy This policy is within our Maintenance Policy	View on our website
Procurement Policy	View on our website
Property Acquisition Policy	View on our website
Development Policy	View on our website

Information	Where to access
Risk Management Policy	View on our website
Rent & Services Policy	View on our website
Maintenance Policy	View on our website
Community Engagement Policy	View on our website
Tenancy Sustainment and Wider Role Policy	View on our website
<p>Class 3 – How we take decisions and what we have decided <i>Information about the decisions we take, how we make decisions and how we involve others.</i></p>	
<p>Governing Body Meetings</p>	
Governing body meeting minutes	View on our website
Governing body meeting reports/papers	View on our website
Governing body agendas	View on our website
<p>Consultation and Participation</p>	
Customer Engagement Strategy	View on our website
Consultation reports noting the outcome of any recent consultations with tenants/others	<p>We note all consultation outcomes in our quarterly Newsletters.</p> <p>View on our website</p>
Customer Panel composition	<p>We current have 3 tenant members on our Customer Panel and always welcome any interested tenants to get in touch. Please visit our website for more information on how to join our Customer Panel.</p> <p>View on our website</p>

Class 4 – What we spend and how we spend it

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).

Information about our accounts and budgets

Information	Where to access
Description of funding sources.	View on our website
Budget allocation, Board expenses, and other financial information This information is within our EKHA Financial Information document	View on our website
Audited annual accounts	View on our website

Our programme of work and projects

Brief details of any project funding and how it's being spent. This information can be found within the Buildings, Maintenance & Contractors document.	View on our website
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Spending relating to Staff and Governing Body

Expenses policies and procedures	All of this information can be found within EKHA Financial Information document. View on our website
Senior staff/governing body member expenses at category level e.g. travel, subsistence and accommodation	
Board member remuneration other than expenses	
Pay and grading structure (levels of pay rather than individual salaries)	
General information about staff pension scheme	

Class 5 – How we manage our resources

Information about how we manage our human, physical and information resources

Human resources

Information	Where to access
Strategy and management of human resources	All our HR resources come from EVH – Employers In Voluntary Housing - through their Terms and Conditions. This document can be viewed as below. View on our website
Staffing structure	P33 of Operational and Strategic Plan: View on our website
Human resources policies, covering: <ul style="list-style-type: none">• recruitment• performance management• salary and grading• promotion• pensions• discipline• grievance• staff development• Maintenance and retention of staff records	All our HR resources come from EVH – Employers In Voluntary Housing - through their Terms and Conditions. This document can be viewed as below. View on our website
Trade Union information	All of this information can be found within EKHA Financial Information document. View on our website
Summary of professional organisations/ trade bodies of which we are a member	

Information	Where to access
Physical Resources	
General description of our land and property holdings	View on our website
Information Resources	
Records management policy and records management plan, including records retention schedule	View on our website
Privacy Policy	View on our website
Class 6 - How we procure goods and services from external providers Information about how we procure works, goods and services, and our contracts with external providers.	
Our Contractors and suppliers	
Information about our key service delivery contractors who carry out: <ul style="list-style-type: none"> • responsive repairs • landscape maintenance • planned/cyclical maintenance 	View on our website
List of suppliers and contractors used by organisation. This information can be found on the Building, Maintenance & Contractors document.	View on our website
Information about regulated procurement contracts awarded (value, scope, duration).	Within the Contracts and Tenders document. View on our website
Our Procurement	
Procurement Policy and procedures	View on our website
Information on how to tender for work and invitations to tender	All of this information be found in the Contracts and Tenders document.

Information	Where to access
Register of contracts awarded which have gone through formal tendering, including name of supplier, period of contract and value	View on our website
Links to procurement information we publish on Public Contracts Scotland website	
Class 7 – How we are performing Information about how we perform as an organisation, and how well we deliver our functions and services	
Annual Report (SHR ARC report)	Our Annual Report reflects our ARC reportings. View on our website
Performance Standards/indicators	View on our website
Benchmarking information	View on our website
Complaints procedure	View on our website
Complaints reports	We publish statistics on our complaints annually in the Autumn Newsletter. View on our website
Class 8 – Our commercial publications <i>Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal</i>	
This class does not apply to EKHA as we do not produce any publications for sale.	Not applicable
Class 9 – Our open data Open data made available by us under the Scottish Government's Open Data Resource Pack and available under open licence.	
This class does not apply to EKHA	Not applicable